



**St. Joseph's Institution**  
Looking Forward Since 1852

31 December 2024

Dear Josephians and Parents/Guardians,

**Important Updates about Returning to School on Thursday, 2 January 2025**

Season's Greetings and welcome to a new school year!

I trust everyone had a good break over the holidays and found time to rest, recharge and are ready to go again for 2025.

Please take note of the following administrative matters when you return to school next week:

- A. Term 1 & 2 Dates, Reporting and Dismissal Times
- B. Car Decals for Parents
- C. School Attire and Half-Uniform Days
- D. Care for Our Educators

**A. Term 1 & 2 Dates, Reporting and Dismissal Times**

1. The Academic Year 2025 begins on **Thursday, 2 January** in SJI. The dates for Term 1 and 2 as well as the March and June school holidays are as follows:

Term Dates	Year 1 – 4 (SEC)	Year 5 (IBDP)	Year 6 (IBDP)
<b>Epiphany Term 1</b>	Thu, 2 January to Fri, 14 March	Wed, 5 February to Fri, 14 March	Thu, 2 January to Fri, 14 March
<b>Holidays</b>	Sat, 15 March to Sun, 23 March		
<b>Easter Term 2</b>	Mon, 24 March to Fri, 30 May		
<b>Holidays</b>	Sat, 31 May to Sun, 29 June		

**2. Home-based Learning (HBL) Days in 2025**

Home-based Learning dates are factored in the timetable for each term, fortnightly on Wednesdays starting from **Wednesday, 19 February** (Term 1, Week 7).

For more details about the dates of the Academic Year 2025, please refer to the SJI website or the school diary that will be distributed to all students on 2 January 2025.

3. Please take note of the school reporting times as follows:

Reporting Schedules	Mondays – Fridays <b>except non-HBL Wednesdays</b>	On non-HBL Wednesdays
Reporting time	By 7.25 am	By 8.25 am
School start time	At 7.30 am	At 8.30 am
Vehicular gates at Whitley Road & Malcolm Road for drop-off	Open from 6.30 am Close by 7.30 am	Open from 6.30 am Close by 8.30 am

4. Students are encouraged to take public transport to be environmentally friendly.
5. Parents/guardians will only be allowed to drop-off their child at the designated drop-off points at:
- Internal walkway next to the Indoor Sports Hall (ISH);
  - Internal walkway near the main gate at Malcolm Road; or
  - Sheltered walkway at the Foyer.

We encourage all drivers to arrive earlier to drop-off students to avoid the morning peak hour congestion.

6. Morning assembly and attendance-taking for Mondays and Tuesdays will be conducted at the Running Track while from Wednesdays to Fridays, morning assembly and attendance-taking will be conducted in the classrooms.

Dismissal Schedules (Mondays – Fridays)	Years 1 & 2	Years 3 – 6
Dismissal time (depends on student's timetable)	From 1.30 pm - 2.30 pm	From 2.30 pm - 4.30 pm
Vehicular gates at Malcolm Road for pick-up at ISH	From 12.30 pm - 4.30 pm	

7. During school dismissal hours, all drivers should:
- Only use the designated pick-up point at the Indoor Sports Hall (ISH);
  - NOT** park along Malcolm Road to wait for/pick up your child. This causes unnecessary congestion when drivers exit from the campus, and this greatly inconveniences our residential neighbours. Please arrive only after your child has been dismissed from school. Do not come early to wait for your child.
8. Your cooperation in adhering to the traffic instructions here is essential to ensure a safe and smooth traffic situation for all road users. We seek the cooperation of all parent-drivers to be patient and follow the instructions of our traffic marshals as we will experience higher traffic volume during the school reporting and dismissal time on the first day of school.

Please note that waiting and parking outside SJI along Malcolm Road is not permitted.

9. For safety reasons, students taking public transport should **walk along the sheltered walkway outside Tangin Community Club (TCC)** instead of taking a short route via the TCC carpark.

## **B. Release of the IB Exam Results for the Class of 2024**

10. The Year 6 students from the Class of 2024 will be returning to school on **Fri, 3 January 2025** to attend a celebration for the completion of their IB Exams.
11. As the IB Diploma Programme teachers will be involved in the celebration, the 2025 Year 6 students will be dismissed earlier on that day at **12.30 pm**. Students from all other levels will be dismissed according to their timetable for that day.

## **Car decal for Parents**

12. The SJI car decal for parents helps to facilitate the identification of vehicles, and to ensure that only authorised vehicles are allowed entry into the school premises at stipulated times. It is not for parking within the school premises.
13. Only vehicles with the SJI car decal will be allowed into the school premises to drop off and pick up Josephians. The car decal does not indicate the car license plate number; it can be used interchangeably if the family owns more than one car.
14. The 2024 car decal will be valid for entry into SJI until 28 February 2025 only. If you have the 2024 car decal, your child may bring it to the Student Services Office for a one-to-one exchange in January 2025, on Monday-Friday from 1.00pm to 3.00pm.
15. Each car decal costs \$10 for new purchases. Thereafter, it will be a one-to-one exchange at the beginning of each year until the student graduates from SJI. Each student is allowed to purchase up to 2 car decals only. The school will not be liable for any lost car decals.

### **C. School Attire and Half-Uniform Days**

Academic Terms	Monday	Tuesday	Wednesday	Thursday	Friday
Epiphany Term Easter Term Assumption Term All Saints Term	Full Uniform (all to wear the tie until 0930h)	Full Uniform	Full Uniform or Half-Uniform with PE / Polo T-Shirt as tops.		Full Uniform or Half-Uniform with PE / Polo T-Shirt / Fraternity T-Shirt as tops
Note : Full Uniform should be worn during formal occasions like Inaugural Assembly, Founder's Day, Thanksgiving					

16. Students are to be in full school uniform on Monday and Tuesday. The school tie is to be worn on Monday only.
17. Students are allowed to be in half-uniform from Wednesday to Friday. They may wear the SJI Polo shirt or the school PE T-shirt as part of a half-uniform. There is an option to continue wearing the full school uniform on these days as well. Fraternity T-shirts may be worn only on Friday.
18. However, should students use the PE T-shirt for PE, they should change into a fresh attire after PE for hygiene reasons. When students wear the PE T-shirt as part of the half-uniform, they are expected to tuck in the T-shirt.
19. Kindly note that on Thursday, 2 January and Friday, 3 January 2025, all students are to be in full school uniform (without tie).

### **D. Care for Our Educators**

20. At SJI, we firmly believe that strong partnership with parents is important in the growth and development of the students entrusted to our care. A positive and meaningful home-school partnership will help to ensure that our students benefit the most from their education at SJI. This partnership is most effective when rooted in mutual respect and trust.
21. As you are aware, the work of a teacher is demanding and challenging. The well-being of our teachers is important to us. As such, we seek your understanding and support to communicate with our teachers only during school operating hours unless in matters of exigency involving the safety and well-being of the student.
22. In addition, please allow 3 working days for us to respond to you regarding general enquiries. For more complex enquiries, we seek your understanding that we may need more time for review before responding to you.

23. We would like to share with parents a few other key areas put together by the MOE community, in consultation with schools and parents, to provide greater clarity on good practices of how schools and parents can work together.
24. Please see the Guidelines for School-Home Partnership: <https://www.moe.gov.sg/-/media/files/news/press/2024/annex-a---refreshed-guidelines-for-school-home-partnership.pdf>

Should you have any feedback or require further clarification, please email us at [contact@sji.edu.sg](mailto:contact@sji.edu.sg). We look forward to having you back in school on **Thursday, 2 January 2025**.

Wishing everyone a wonderful 2025!

Ora et Labora!

A handwritten signature in black ink, appearing to be 'Justin Arul Pierre', written in a cursive style.

Mr Justin Arul Pierre  
Principal